



DIVISION ACCIDENT

INDEX CODE: 1505
EFFECTIVE DATE: 12-01-13

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I. INVESTIGATION REQUIREMENTS

The following procedures apply to any situation where a division vehicle is involved in a motor vehicle accident:

1. Local or state police will be contacted for **all** accidents.
2. Employees will immediately notify a supervisor of **all** accidents.
3. A supervisor will respond when needed to investigate.
4. If possible the employee involved or supervisor should take photographs of all accident scenes.
5. In cases where the employee is incapacitated, it is the responsibility of the on-scene supervisor to ensure that the necessary reports are completed.

II. RESPONSIBILITIES OF DRIVERS

Members of the division who are involved in a motor vehicle accident have the following responsibilities:

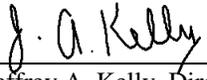
1. If possible, immediately report by vehicle radio or Nextel to the employee's immediate supervisor or to the FED office that he/she has been involved in an accident.
2. When directed by a supervisor, submit to a physical examination even when no apparent injury has been sustained.
3. Complete and submit **all** accident report or other required forms to their supervisor within twenty-four (24) hours. The forms may be necessary even if there is no apparent damage to the department vehicle(s).
4. Provide a statement to the supervisor or investigator.
5. Immediately notify the Comptroller's Fleet Management service (ARI).

III. PROCESSING DEPARTMENT ACCIDENT REPORTS

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- A. Supervisors will forward all traffic accident reports and paper work, involving employees under their supervision, to the administrative agent within 48 hours of the incident. The administrative agent will forward all pertinent information to the Fleet Coordinator of Comptroller's Office vehicles.

IV. CANCELLATION: None.



Jeffrey A. Kelly, Director